

Outdoor Heritage Fund Grant Application



The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations to:

Directive A. Provide access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Exemptions

Outdoor Heritage Fund grants may not be used to finance the following:

- A. Litigation;
- B. Lobbying activities;
- C. Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations; or other energy facility or infrastructure development;
- D. The acquisition of land or to encumber any land for a term longer than twenty years; or
- E. Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of Chapter 54-17.8 of the North Dakota Century Code

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as tractors, snowmobiles);
- Research;
- Projects where the applicant is not directly involved in the project.

Application Deadline

Applications for the second grant round cycle are due on **April 1, 2015 at 5:00 p.m. CT.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

Please download this Word document (available on the Industrial Commission/Outdoor Heritage Fund Program website at <http://www.nd.gov/ndic/outdoor-infopage.htm>) to your computer and provide the information as requested. You are not limited to the spacing provided except in those instances where there is a limit on the number of words. After completing the application, save it and attach it to an e-mail and send it to outdoorheritage@nd.gov or print it and mail it to the address noted in the next paragraph.

Attachments in support of your application may be sent by mail to North Dakota Industrial Commission, ATTN: Outdoor Heritage Fund Program, State Capitol – Fourteenth Floor, 600 East Boulevard Ave. Dept. 405, Bismarck, ND 58505 or by e-mail to outdoorheritage@nd.gov. The application and all attachments must be received or postmarked by the application deadline. You will be sent a confirmation by e-mail of receipt of your application.

You may submit your application at any time prior to the application deadline. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included. Incomplete applications may not be considered for funding. **Any item noted with an * is required.**

Oral Presentation. Please note that you will be given an opportunity to make a ten-minute Oral Presentation at a meeting of the Outdoor Heritage Fund Advisory Board. These presentations are strongly encouraged.

Open Record. Please note that your application and any attachments will be open records as defined by law and will be posted on the Industrial Commission/Outdoor Heritage Fund website.

Name of Organization * *City of Egeland*

Federal Tax ID# * *E-4151*

Contact Person/Title * *Maynard Jacksen, Mayor*

Address * *PO Box 184*

City * *Egeland*

State * *ND*

Zip Code * *58331*

E-mail Address * mgjackson@gmail.com

Web Site Address (Optional)

Phone * 701-351-7000

Fax # (if available) N/A

List names of co-applicants if this is a joint proposal: N/A

MAJOR Directive: (select the Directive that best describes your grant request)*

Choose only one response

- Directive A.** Provide access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
- Directive B.** Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;
- Directive C.** Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and
- Directive D.** Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Additional Directive: (select the directives that also apply to the grant application purpose)*

Choose all that apply

- Directive A.** Provide access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
- Directive B.** Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;
- Directive C.** Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and
- Directive D.** Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

Type of organization: (select the category that describes your organization)*

- State Agency
- Political Subdivision
- Tribal Entity
- Tax-exempt, nonprofit corporation.

Project Name* Egeland RV Park & Campground

Abstract/Executive Summary. An Executive Summary of the project stating its objectives, expected results, duration, total project costs and participants.* (no more than 500 words)

The City of Egeland developed the RV Park & Campground in the early 1980's. The campground sits adjacent to the city park and provides 12 campsites, hook-up's to 30amp electricity, rural water, sewer, garbage pick-up and men's and women's shower houses, and bathrooms. The City Council over-sees the campground which is open seasonally through the end of hunting season. The Council hires summer help for the cleaning of the shower house & bathrooms and the mowing and tree trimming is donated by the Mayor. The city made approximately \$3,000 from the campground last year. The rates are \$15 per night or \$300 per month.

The objective of the grant request is to update 6 of the 12 camp-sites from 30 amp electricity hook-ups to 50 amp hook-ups. The result being that the campground would then be able to accommodate new and larger campers. During the 2015 construction season a new grain terminal is being built east of Egeland which could take up to 2 years to complete and also the paving of Hwy 66 will take place. The City Council would like to complete the upgrades to the campground to provide camping space to the construction workers in the area.

It is anticipated that the project will take one month to complete. The City has sought out an electrician to take care of the electrical upgrade. The total project is \$8,784. The estimate from the electrician is \$6,588 and the City will provide a cash-match of \$450 and in-kind labor of \$1,746. The four-member City Council will provide 103 hours of volunteer labor as their in-kind contribution to the project. The Council will transport materials, haul away the waste to the land fill, provide and haul in fill dirt, fill in the trenches, level the dirt and seed the new grass.

The participants include the electrician, Cando Electric and the 4 members of the City Council: Maynard Jacksen, Terry Vote, Dwight Nelson, and Dave Knutson.

Project Duration:* Approximately 1 month from start to finish. The Council would like to complete the upgrade prior to the start of the construction taking place in the area this summer.

Amount of Grant request \$ * *Grant request is for \$6,588.00*

Total Project Costs \$* *Total project is \$8,784.00*

(Note that in-kind and indirect costs can be used for matching funds)

A minimum of 25% Match Funding is strongly encouraged. Amount of Matching Funds \$*

Please indicate if the matching funds will be in-kind, indirect or cash.

Cash match - \$450

In-Kind - \$1,746

103 hours of volunteer labor @ \$15 per hour. \$200 to haul material and waste to city landfill.

Source(s) of Matching Funds*

Please provide verification that these matching funds are available for your project.

The cash match and volunteer labor will be provided by the City of Egeland and are approved by the City Council.

Certifications *

- I certify that this application has been made with the support of the governing body and chief executive of my organization.
- I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted on Page 1 of this application.

Narrative

Organization Information – Briefly summarize your organization’s history, mission, current programs and activities. *

Include an overview of your organizational structure, including board, staff and volunteer involvement. (no more than 300 words)

The Egeland RV Park & Campground is owned by the City of Egeland. The City is a political subdivision overseen by a 4 member council. The members are Maynard Jacksen, Terry Vote, Dave Knutson, and Dwight Nelson. The council members will provide the in-kind labor to complete the project.

Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program *

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Please indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project.

The purpose of the grant request is to keep the Campground a viable part of Egeland. It is used in the summer by people traveling to the area for family reunions, tourists, and hunters. Although the revenue from the campground is not large it does provide for some income to the City.

Management of Project – Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met.*

Include a brief background and work experience for those managing the project.

The Mayor of Egeland, Maynard Jacksen will oversee the project. Maynard has lived in the Egeland area his entire life. He is a retired farmer and trucker and he has owned his own construction business. Maynard has been the caretaker of the campground for 2 year.

Evaluation – Describe your plan to document progress and results. *

How will you tell if the project is successful? Please be specific on the methods you will utilize to measure success. Note that regular reporting, final evaluation and expenditure reports will be required for every grant awarded.

The City of Egeland will be responsible for the completion of the project. The successful completion of the project will include 6 sites with 50 amp electricity, the trenches will be filled, the ground leveled and grass seeded. A final report will be completed including invoices for materials and labor.

Financial Information

ATTACHMENT: Project Budget – Using the standard project budget format that is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> , please include a detailed total project budget that specifically outlines all the funds you are requesting. Note that a minimum of 25% match funding is strongly encouraged.*

The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.**

- I certify that a project budget will be sent to the Commission*

Sustainability – Indicate how the project will be funded or sustained in future years. *

Include information on the sustainability of this project after all the funding from the Outdoor Heritage Fund has been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

Partial Funding – Indicate how the project will be affected if less funding is available than that requested. *

The City of Egeland has approached the Senior Citizens group (for funds from their community fundraisers) in the past for donations to help with upgrades to the campground.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? *

The City will have a local sign maker create a sign to represent the donation from the Outdoor Heritage Fund that will hang at the campground.

Scoring of Grants

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking sheet(s) that will be used by the Board is available on the website at <http://www.nd.gov/ndic/outdoor-info.htm> .

Awarding of Grants*

All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant. Please note the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-info.htm> that set forth the general provisions that will be included in any contract issued by the North Dakota Industrial Commission. Please indicate if you can meet all the provisions of the sample contract. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be. *

The City should be able to meet all the provisions of the contract.

Responsibility of Recipient

The recipient of any grant from the Industrial Commission must use the funds awarded for the specific purpose described in the grant application and in accordance with the contract. The recipient cannot use any of the funds for the purposes stated under Exemptions on the first page of this application.

If you have any questions about the application or have trouble submitting the application, please contact Karlene Fine at 701-328-3722 or kfine@nd.gov

Revised August 21, 2014

Cando Electric
 PO, Box 784
 Cando, ND 58324

Estimate

Date	Estimate #
3/22/2015	8

Name / Address
City Of Egeland

Project

Description	Qty	U/M	Rate	Total
Camper Pedestals	6		350.00	2,100.00
#2 Quad	600	ft	1.90	1,140.00
100 AMP Breaker	6		75.80	454.80
2 Inch EMT Pipe	60	ft	2.55	153.00
Fittings, Straps, Boxes, Splices			1,500.00	1,500.00
Trench	130	ft	2.00	260.00
Labor	14	hr	70.00	980.00
			Total	\$6,587.80

Budget Standard Form

Please use the table below to provide a detailed total project budget that specifically outlines all the funds you are requesting and the matching funds being utilized to fund this project. Please note if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. Match can come from any source (i.e. private sources, State and Federal funding, Tribal funding, etc.) Note a minimum of 25% match funding is strongly encouraged. An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Please feel free to add columns and rows as needed. Please include narrative to fully explain the proposed budget.

Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund. Also by law several items are ineligible for funding -- see Exemptions in the Application Form. Effective January 29, 2014 the following guidelines were approved by the Industrial Commission:

NO CONSIDERATION:

In addition to those specific items in law that are ineligible for funding, in the absence of exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as snowmobiles, tractors);
- Research;
- Projects where the applicant is not directly involved in the project.

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Cando Electric	\$6,588	\$	\$	\$	\$	\$6588
Grass Seed	\$	\$150	\$	\$	\$	\$150
Fill Dirt	\$	\$300	\$	\$	\$	\$300
Hauling	\$	\$	\$200	\$	\$	\$200
Labor	\$	\$	\$1546	\$	\$	\$1546
	\$	\$	\$	\$	\$	\$
Total Costs	\$6588	\$450	\$1746	\$	\$	\$8784

DRAW TEXT BOX FOR DETAILS HERE

The in-kind labor will be provided by the 4 member city council. They are anticipating 103 hours (26 hours per member) @ \$15 per hour to fill the trenches, level the dirt and do seeding. They are anticipating another \$200 in hauling materials, and taking waste to the city dump.

In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- Labor costs \$15.00 an hour
- Land costs Average rent costs for the county as shown in the most Recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office
- Permanent Equipment Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)
- Equipment usage Actual documentation
- Seed & Seedlings Actual documentation
- Transportation Mileage at federal rate
- Supplies & materials Actual documentation

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program please use those rates and note your source.

Approved by OHF Advisory Board: October 17, 2013
Approved by Industrial Commission: October 22, 2013
Revised by OHF Advisory Board: January 22, 2014
Approved by Industrial Commission: January 29, 2014
Revised by OHF Advisory Board: May 13, 2014
Approved by Industrial Commission: May 27, 2014